

## **Yearly Planning Guide for Perkins Consortium, Multi-district, and Single District Directors**

The year for a CTE administrator can be hectic; this short planning guide is designed to serve as a quick guide to planning what you might need to be thinking about by month and as a companion to the Important Dates Calendar.

### **July**

- Prepare for CTE Conference and work on any CTE grants or activities budgeted for with Perkins funds.

### **August**

- Attend the Career and Technical Education Conference.

### **September**

- FYI: Local programs participate in the Program Improvement Webinar and work on their Annual Program Progress Report OR Program Improvement Instrument.

### **October**

- Run Perkins Accountability Measures Reports for the last school year and analyze for program improvement.
- Consider scheduling a data retreat and program improvement session for all CTE teachers in your school or consortium.
- Consider holding a CTE data and program improvement retreat at your school or consortium for all CTE teachers.

### **November**

### **December**

- FYI: Local programs submit their Annual Progress Report OR Program Improvement Instrument.

### **January**

### **February**

- Submit electronically amendments for unspent Perkins funds.

### **March**

- FYI: Local programs finalize and submit their Annual Approved Program Application.
- Attend Perkins Directors' Administration & Accountability Workshop

### **April**

- FYI: Local programs consider attending a Perkins Data Collection Workshop.
- Finalize plans for Perkins budget requests and transfer of funds forms for the new fiscal year.

### **May**

- Submit annual Perkins budgets via email, and applications, general assurance, and transfer of funds forms with original signatures via posted mail.
- Requests for extensions of current year Perkins funds (justification must be serious unavoidable circumstances).
- FYI: Local programs finalize Perkins student data online at <http://doe.sd.gov/octe/data>
- Register for CTE conference.

### **June**

- Submit Perkins Final Narrative Form electronically to OCTE.
- Submit final Reimbursement Claim and Project Completion forms to OFM.
- FYI: Local programs submit one Perkins Data Validation form per school.